



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Amendment to Minimum Qualification Requirements\**

### **EXAMINATION ANNOUNCEMENT NO. 23-113**

POSITION:	<b>Health Educator (Community Liaison)</b>	OPENING DATE:	<b><u>05/17/2023</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>05/31/2023</u></b>
SALARY:	<b>\$30,823.52 - \$39,341.12 P/A</b>		
PAY LEVEL:	<b>05/01 – 05/06</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Executive Office, Commonwealth Healthcare Corporation, Saipan		

#### **NATURE OF WORK:**

Incumbent in this position educates the community to improve communicable diseases through health promotion, health education and training programs for the corporation wide, Public Health Services, Mental Health Services, Epidemiology and Laboratory Capacity (ELC) Program and the Environmental Health and Disease Prevention (EHDP) office. The incumbent is under the direct supervision of the Marketing and Community Relations Specialist.

#### **DUTIES:**

- Designs and implements health promotion, health education and training programs for the CHCC.
- Ensures that the diversity of individuals and population is addressed communicable disease educational and communication services that affect the health of the community.
- Engages community members such as focus groups, talking circles, formal meetings, and key informant interviews to improve communicable disease mitigation and prevention efforts in a community.
- Develops educational materials, newsletters, reports, and media to enhance public awareness regarding communicable diseases and other health concerns that ensure healthy literacy and access for local population
- Plan, develop, implement, and evaluate traditional and message strategies that meet the CHCC mission and vision.
- Provide marketing and communication expertise in the development and implementation of printed and online publications, websites, presentations, and collateral materials.
- Partner with organizations and online partners to develop effective and cost-efficient opportunities for message planning, research, message development and message delivery.
- Establish and maintain effective working relationships with partners, contractors, and stakeholders.
- Develop content for posting on various digital media outlets, including ensuring consistency across communication channels and working within CNMI requirements and guidelines. This may require work with partners or contractors.
- Develop and foster partnership and collaboration with internal and external partners, such as government and private agencies/businesses, in order to develop educational awareness and promotion in our community.
- Assist with developing messaging/campaign for all hazards/communicable and infectious diseases.
- Performs other related duties as assigned.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to a Bachelor's degree in related field.

**Experience:** Plus one (1) year of experience in public health outreach, communications, or related field.

### **Other:**

- Possession of a valid Driver's License is required at time of appointment.
- Valid Passport- Independent travel may be required.
- Proficient in computers and software applications.

## **KNOWLEDGE/SKILL/ABILITY:**

- Knowledge of local, state, and federal rules and regulations related to environmental public health.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Working knowledge of methods, principles, techniques and practices of environmental health and sanitation; procedures and practices of disease control; sanitary standards for retail food establishments, institutional care facilities, schools, daycares, and lodging facilities.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Must have skill and confidence to provide education and enforcement in regulated businesses to ensure understanding and compliance.
- Must have strong organizational, communication and interpersonal skills, works efficiently and effectively under pressure, display initiative and be detail oriented and adaptable to shifting priorities.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Manual dexterity to board rocking vessel plank and gangway while maintaining body equilibrium.
- Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.
- Ability to plan, organize, analyze, and evaluate facts.
- Ability to apply field investigative techniques, data gathering, and basic research.
- Ability to prepare technical reports and other written documents, and maintain records in an organized manner.
- Ability to work effectively with the public and employees.
- Ability to communicate clearly, concisely, and effectively both orally and in writing.
- Ability to calibrate, operate and maintain a variety of analytical instruments and equipment.

## **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

## **OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer's business requirement

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and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to the *CNMI ELC Program*, not to exceed 07/31/2023.

**Note(s):**

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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**Note:** *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*